

# CHRIS Newsletter

ISSUE 3

MARCH 2010

Human Resources Division, University of Cambridge

Welcome!

## Welcome to the third issue of the CHRIS Newsletter!

Many thanks again for all the positive feedback we received after previous newsletters. We aim to continue communicating to you all in this way regarding training dates and information, achievements, what is planned for the near future and other developments that we hope you find useful.

## New Developments

### • Vetting and Barring

If you are a normal department CHRIS user, you now have update access to Checks at Post level. This means that as you identify pre-employment check requirements (CRB, ISA Regulated, ISA Controlled, and others) under the Vetting and Barring Scheme for new and current roles, you can add this data yourself. This will ensure that as you recruit, the right pre-employment checks information is in place to be completed and it is also on CHRIS for current roles which will assist in planning the implementation of the mandatory ISA registration requirements for the future. Please visit the CHRIS Training web pages

<http://www.chris.cam.ac.uk/cam-only/training/manuals/introduction/checks.pdf> and download the user instructions. If you are a burst recipient, you will shortly start receiving a new burst report which lists all checks currently listed on CHRIS as a starting point for you to work from.

### • Appraisal

Departmental Users can record appraisal events in CHRIS now. You can record the date on which an appraisal took place, the identity of the appraiser and the date that the next appraisal is due. The next due date is helpful to you because a burst report is available which lists the current state of play for all your staff and you can use it to create reminders. If you capture the 'last appraisal history' data, you won't need to make your annual return on appraisals completed as this can also be reported from CHRIS. This is an 'optional extra' and if you want it, please ask the CHRIS Helpdesk for access rights via your Key Contact. There is no training requirement, when you are granted access rights, you will receive a CHRIS user brief and suggestions on how you can use the burst report.

### • Sickness Absence update

The local input of sickness absence has now been rolled out to 5 of the 6 schools and all of the non-school institutions. Many institutions have been busy inputting their year's back history of sicknesses (the total number of absence periods recorded each month has increased from an average of 190 before the roll-out commenced to 860 since).

If your institution is yet to sign up (the School of Technology excepted at this stage) then please contact the CHRIS Helpdesk with the name(s) of your nominated 'Absence Monitors' so that you can start experiencing the benefits of local input of sickness.

### • Employee Self Service (ESS)

The ESS roll-out has begun. It has already been released across all the UAS and the roll-out to Schools will begin soon. You will be advised as your institution is activated and will be asked to inform all your staff. Please encourage people to check their personal details and remind them that they can opt to stop receiving a paper payslip and download a pdf version instead.



## Recruitment Business Process Improvements

From 4 May 2010 significant improvements will be made to the way we handle:

- Leavers
- New Appointments
- Pre-employment Compliance Checks



Indi Seehra wrote to Heads of Institutions and Chairs of Schools on 17 March 2010 to advise them of these changes and this notice provides further information. This is the first of several significant steps towards the full deployment of Web Recruitment on CHRIS.

A more extended explanation of these improvements is available here

<http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/project/>

### **Leavers**

From 4 May 2010, departments must enter data into CHRIS for leavers, rather than return the CHRIS/40 leaver form to HR. This applies to all people leaving the University's employment and reduces the likelihood of overpayment. It will also apply to studentships.

### **New Appointments**

When RAS has been used to advertise jobs, you will also be able to enter your preferred candidate and offer details directly into CHRIS. This change will apply to all jobs advertised for the first time in May and reduces the extent of the CHRIS/10 form considerably.

### **Pre-employment Compliance Checks**

The changes in process will allow us to carry out legally required pre-employment checks in a more certain way and mean that we cannot create a contract of employment until we have completed legally required pre-employment checks.

### **RAS Implications**

Because not all RAS users are also CHRIS users, we will be writing separately to RAS users about this (and apologies if you get both communications).

### **Training**

You will need to come for training before this new functionality in CHRIS is available to you.

### **Course Dates**

Please help us prioritise this training sensibly: if it is likely that you will be handling leavers or new adverts in RAS early in May, get trained in April, see 6 dates below (otherwise book in May, a further 7 dates can be found on the CHRIS Training website

<http://www.chris.cam.ac.uk/cam-only/training/dates.html>). Bookings for this training, need authorisation from your CHRIS key contact, in the usual way.

Date	Time	Venue
20/04/2010	13:00–17:00	CHRIS Training Room F59, Greenwich House
21/04/2010	09:30–13:30	CHRIS Training Room F59, Greenwich House
22/04/2010	13:00–17:00	CHRIS Training Room F59, Greenwich House
23/04/2010	09:30–13:30	CHRIS Training Room F59, Greenwich House
28/04/2010	13:00–17:00	Titan Teaching Room 1, University Computing Service
29/04/2010	13:00–17:00	CHRIS Training Room F59, Greenwich House

## Matthew's Helpdesk Termly Tip

If you require a list of all staff in your department on a specific date, you need to do an advanced search on People, entering in the date required in the effective date field. You then need to select from the drop down list 'Organisation Unit' and enter in your full department name, then click search. This will bring up a list of all current staff in your department on the effective date entered. If you would like to export this list to excel, ensure that you select the For Export option.

For export    Format    MS Excel (data)

Effective date  
01/01/2010

Role: Help Desk

People

Advanced

Find iTrent pages

Advanced search:

Information  
Using the conditions CONTAINS, DOES NOT CONTAIN and IS NOT may result in the search taking a long time.

Criteria  
Organisation unit    is    Human resources division



## CHRIS Training course dates for March 2010 - June 2010

### Introduction to CHRIS (0930—1300)

Thursday 8 April (1330—1700)

Thursday 3 June

### CHRIS for Administrators (0930—1600)

Tuesday 14 April

Wednesday 19 May

Thursday 24 June

### Burst Report Workshop (1400—1630)

Tuesday 30 March



Requests for training must be authorised by a CHRIS key contact in your department. To book a place please go to the training section at [www.chris.cam.ac.uk](http://www.chris.cam.ac.uk) and complete the online registration form.

Recently many current CHRIS users have attended one of these courses as a refresher session and have found it extremely useful. If you would benefit from attending one of these training courses again then please book a place.

## Working Patterns



Does your institution have any employees on non-standard working patterns? You may have some staff who work, say, three days one week and two days the next. If so, providing the pattern is fixed and repeats itself, CHRIS can hold the pattern (we have recently set up a 12-week repeating pattern for the Fitzwilliam Museum). This ensures that absence periods are calculated correctly, and mid-month starters and leavers are paid correctly.

If you have a non-standard pattern that you would like to be held on CHRIS then please contact the CHRIS Helpdesk with details.

## Information for CHRIS Key Contacts

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For all of you who are CHRIS Key Contacts, here is a quick reminder of your responsibilities within your Department:

- Only you may authorise new users, request training and request update access for users in your department. You must only complete the online booking form to request training. To request update access, simply email the CHRIS Helpdesk with details.
- Only you may authorise new Burst Report Recipients for your department.
- If you receive information from CHRIS Training it is your responsibility to disseminate this information to members of staff in your department.
- PLEASE REMEMBER: If you change your job, please let us know so that we can update our records!

### Contact Details

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CHRIS, Human Resources Division  
1st Floor North, Greenwich House  
Maddingley Rise, Maddingley Road  
Cambridge, CB3 0TX

#### **CHRIS Training**

Email address: [chris.training@admin.cam.ac.uk](mailto:chris.training@admin.cam.ac.uk)  
Hazel Turton - 64210  
Becca Tassell - 61588

#### **CHRIS Helpdesk**

Email address: [chrishelpdesk@admin.cam.ac.uk](mailto:chrishelpdesk@admin.cam.ac.uk)  
Matthew Hall - 60999

### And finally.....

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We would like to wish some of our team GOOD LUCK on some major events they are taking part in over the next few months:

Hazel is running in the London Marathon on Sunday 25 April in aid of Tommy's.

[www.tommys.org/hazel](http://www.tommys.org/hazel)

Ross is doing the London to Paris Cycle Ride from July 7-10 in aid of Macmillan Cancer Support.

[www.justgiving.com/RossLP2010](http://www.justgiving.com/RossLP2010)

Matthew is running in the Great North Run on Sunday 19 September in aid of Great Ormond Street Hospital.

[www.justgiving.com/Matthew-Hall0](http://www.justgiving.com/Matthew-Hall0)

